

Texas Air National Guard Air Active Guard Reserve (AGR) Vacancy

Announcement Number: **AGR-17-10**

Open Period: **15 December 2016 to 16 January 2017** *(This is a 30 day announcement)*

Open Areas of Consideration: **Nationwide**

This vacancy announcement is open to current members of the Texas Air National Guard and those eligible to transfer to the Texas Air National Guard.

Appointment Factors: **Open to MSgt/E-7 Only**

Position Information

Title: State Assistant Recruiting & Retention Superintendent (ARRS)

Grade: MSgt/E-7

DAFSC: 8R200

Position #/s: (0148) 0106924534

Unit/Duty Location: HQ TXANG, Camp Mabry, Austin, TX

Funding Availability: *AGR Funded until 30 September 2020 *(see remarks)*

Concurrently Advertised: **N/A**

SUMMARY

Specialty Summary. As an assistant leader of the Strength Management Team (SMT), assist the principal administrator in the state/territory for ANG programs associated with recruiting and retention (R&R). Serve as the assistant senior manager and assistant point of contact for all NGB R&R issues. Serve as the subject matter expert for all state/territory R&R programs. Advise state/territory/wing/GSU leadership on overcoming R&R obstacles and shortfalls. Assist with oversight, development and implementation of plans, policies and procedures. Ensure effective operation of state/territory/wing/GSU R&R programs as outlined in applicable instructions and higher headquarters publications and directives. Communicate R&R goals to all levels of state/territory leadership. This position is assigned to the State/Territory Headquarters. Military supervision is provided by the Recruiting & Retention Superintendent (RRS).

Duties and Responsibilities:

- Responsible for managerial oversight of all state/territory/wing/GSU ANG R&R Programs.
- Advise state/territory/wing/GSU command staff on all R&R issues, provide regularly scheduled updates on the status of all programs and offers recommendations concerning the state/territory/wing/GSU.
- Serves as the subject matter expert for state/territory/wing/GSU leadership on how to best leverage SMT manpower to meet mission requirements. Approves, submits and coordinates all SMT manpower requests with NGB/A1Y, Career Field Functional Manager (CFFM).
- Be directly involved in the selection process of all state/territory/wing/GSU SMT personnel ensuring applicants meet all mandatory eligibility criteria listed in the Air Force Enlisted Classification Directory (AFECD) IAW ANGI 36-101.
- Maintain oversight of all R&R training programs for the state/territory/wing/GSU. Primary trainer of Recruiting and Retention Managers (RRMs). Ensure all members of the SMT are trained and performing IAW applicable directives, instructions and procedural guidance. Mentor, provide feedback and establish accountability for all members of the SMT to meet production/retention goals, standards and ethical conduct.
- Provide reports on SMT improprieties as required by NGB/A1Y and notifies CFFM of all ethics concerns, violations or issues on the part of members of the SMT, especially those that may impact the public view/opinion of ANG R&R.
- Serve as Primary Resource Advisor (RA) for all R&R funds distributed by NGB/A1Y to the state/territory/wing/GSU, and overall management of state/territory/wing/GSU advertising accounts, IAW applicable guidance.
- Regularly visits SMO to provide oversight of the SMT.
- Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure members of the SMT are conducting business IAW applicable guidance.
- Ensure all R&R events are coordinated through the appropriate channels, documented properly in the R&R Administration Center and designed to achieve the optimal R&R exposure and results.
- Monitor and evaluate applicant processing through the Military Entrance Processing Station (MEPS) and participate in Inter-service Recruiting Council (IRC) meetings, as needed.
- Develop and administer the state/territory/wing/GSU R&R Awards Program IAW NGB guidance.
- Develop and monitor execution of R&R state-wide strategic planning document and oversee the development of wing/GSU level strategic planning documents.
- Analyze all state/territory/wing/GSU RRM/PRR programs to include productivity, advertising, results and wing/GSU gain and loss trends to determine whether current efforts are effectively supporting attainment of goals specified in the state/territory/wing/GSU R&R Strategic Plans.

- Responsible for identifying critical manning and career field shortages for possible inclusion in the Incentive Program.
- Ensure all required reports and requests for data are timely and accurate.
- Ensure Air Force Recruiting Information Support System Total Force (AFRISS-TF) and the R&R Administration Center is utilized to its fullest capability by all R&R personnel.
- Coordinate on all waivers from state/territory/wing/GSU SMT and forward to the appropriate waiver authority.
- Will not perform additional duties IAW ANGI 36-101.

QUALIFICATION REQUIREMENTS

- **Trainees Not Applicable: MUST HOLD 8R200 AFSC**
- Experience. Minimum 18 months experience as an ANG RRM in SDI 8R200.
- Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
- Possess a valid driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations.
- Must possess an overall knowledge of ANG R&R Programs, and have demonstrated the capability of maintaining ANG R&R strength standards and goals with accomplished sales management ability.
- Comply with military duty eligibility requirements in IAW ANGI 36-101 and AFECDD.
- Must be willing to work long and irregular hours, become involved in military and civic activities, and manage R&R programs that can withstand intense public scrutiny.
- Must be a Master Sergeant (E7) prior to assignment as an ARRS.
- Must have exhibited supervisory potential or demonstrated supervisory experience, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, Recruiting Procedures for the Air Force, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse. No history of emotional instability, personality disorder, or other unresolved mental health problems. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, Administration of Sanctuary in the Air Reserve Components.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

INSTRUCTIONS FOR APPLYING: Incomplete/expired paperwork will **NOT** be considered

1. **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, dated 11NOV2013:** *Previous Editions are Obsolete.* **Announcement number and position title must** be annotated on the form. (i.e. "AGR-17-XX")
2. **Copy of Records Review RIP.** May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Fight or go to <http://www.afpc.randolph.af.mil/vs> (**RIP must show your ASVAB scores and awarded AFSCs**). An official RIP may also be obtained from your FSS or CSS in the unit. RIP must be **no more than 30** calendar days old.
3. **AF Form 422, Notification of Air Force Member's Qualification Status validated by a medical unit representative within the last 12 months** (required), and **AF 469, Duty Limiting Condition Report** (if applicable).
4. **Air Force Fitness Standards. Fit to Fight AF Fitness Management Assessment must** be **no more than 12 months** old. Air Force/Air National Guard can obtain fitness assessment from your AF Portal, AFFMS – AF Fitness Management System. Airmen must meet the minimum requirements for each fitness component in addition to an overall composite of 75 or higher for entry into the AGR program. *For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.*
5. Enlisted members **overgrade** (higher ranking) to the appointment factors; a signed memo to willingly take a demotion must be included in the application package.
6. **DD Form 214s** (if applicable)
7. Other documents (EPRs/OPRs, Resume, etc.) are **optional**.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address: ng.tx.txarng.list.hro-agr-air@mail.mil **no later than 2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, emailed with the proper naming convention of Last Name-Announcement number (i.e. **Last Name-AGR-17-XX**) in the subject line. Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified.

Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII); such as SSN, DOB, home/mailling address, height, weight, Body Mass Index, marital status, number of dependents, religious preference. Copies of official transcripts will be accepted (see if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory requirements, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed after the close out date. Disqualification notifications will be emailed to applicable applicants NLT *10 days after the announcement close date*. **If you need to update a previously submitted package**, and it is before the closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format (i.e. "Update Last Name-AGR-17-XX")

REMARKS

***ARRS 010692453: AGR UMD Temporary Tour NTE 30 September 2020; This is a temporary position with possibility of extension at a later date without further competition.**

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.

The Texas National Guard is an Equal Opportunity Employer.